

PERSONAL LEAVE POLICY

Regular employees may be granted an unpaid leave of absence of up to one year for personal reasons. Requests for such leave must be in writing and approved by the employee's immediate supervisor and the Director of the Human Resources Office. If the leave is approved through appropriate administrative channels, at the end of the specified period, the employee would return to his/her former position. The department may choose to hire a temporary replacement for the employee during the leave period. The employee's work record is considered when determining the feasibility of granting the request for leave.

All accrued vacation leave must be used before the effective date of a leave of absence. Except for family/medical leave and certain instances involving military leave, an employee who has an accrued vacation balance will not be granted leave without pay. Departments may, however, choose not to pay an employee for an absence that is not appropriately requested or approved.

Compensatory time must be taken or paid out before a leave without pay.

Sick leave and vacation leave do not accrue during a leave of absence without pay.

Insurance benefits may be continued during a leave of absence with the employee paying the entire premium. Employees should contact the Benefits Office (5544-2321) prior to the leave for further information. For employees on family/medical leave, the University's contribution to insurance benefits will continue.